

Lake County Fiscal Year 2015 Budget Calendar

January 24, 2014	Budget	Advertise Public Hearing for Mid-Year Budget Amendment (Grants & Misc Adjustment) (F.S. 129.06)
January 28, 2014	Board of County Commissioners	Public Hearing for Mid-Year Budget Amendment to reflect FY 2014 grants and misc adjustments
February 13, 2014	County Manager, Department Directors, All Fiscal Contacts	Budget Kickoff
March 3, 2014	Human Resources	HR Loads Baseline Payrolls in Munis
March 7, 2014	Departments	Personnel change requests are due in Human Resources. All requests must be entered on a Form 9 and submitted with attachments as appropriate. Confirm Overtime data with HR
March 28, 2014	Departments	Deadline for departmental budget requests into MUNIS, revenues and expenditures including CIP requests- Fixed Asset Request Forms, Budget Impact Statements
March 28, 2014	Human Resources	Salary and Benefits projections completed and loaded into MUNIS at budget level 2 Including Overtime and related benefits
	Departments	Pictures for department descriptions due
March 31 – April 25, 2014	Budget	Analyze departmental requests and prepare recommendations
April 4, 2014	Budget	Advertise Public Hearing for Mid-Year Budget Amendment (F.S. 129.06)
April 8, 2014	Board of County Commissioners	Public Hearing for Mid-Year Budget Amendment to reflect FY 2013 audited fund balances and other adjustments
April 25, 2014	Departments	Department Descriptions, Performance Measures are due in Budget
April 28 - May 2, 2014	Departments	Budget Meetings with County Manager
May 16, 2014	Departments	Project re-budget requests due in Budget
May 20, 2014	Board of County Commissioners	Budget Workshop
May 21 – July 3, 2014	Budget	Develop FY 2015 Recommended Budget
June 1, 2014	Constitutional Offices, Judicials	Budgets due from Constitutional Offices (excluding Tax Collector) and Judicials; Preliminary estimate of property tax value due from Property Appraiser (F.S. 129.03)
July 1, 2014	Property Appraiser	Certification of Taxable Value by Property Appraiser (F.S. 193.023)
July 8, 2014	Board of County Commissioners	Budget Workshop
July 22, 2014	Board of County Commissioners	Adoption of TRIM Rates and Budget Workshop if needed
August 1, 2014	Tax Collector	Budget due from Tax Collector
August 4, 2014	Budget	Statutory deadline to notify Property Appraiser of proposed TRIM rates and the date, time and place of the first public hearing to adopt the budget (F.S. 200.065)
August 24, 2014	Property Appraiser	Last day to mail TRIM notices
September 9, 2014 (Cannot conflict with School Board date)	Board of County Commissioners	Statutory Public Hearing – adopt tentative budget and millage rates, set final public hearing date, time and place. TRIM provides the public hearing advertisement requirement. (F.S. 200.065) Board Chambers, 5:05 p.m.
September 19, 2014	Budget	Advertise final budget and millage hearing
September 23, 2014 (Cannot conflict with School Board date)	Board of County Commissioners	Final Public Hearing to adopt the FY 2015 millage rates and budget (F.S. 200.065) Board Chambers, 5:05 p.m.
September 29, 2014	Budget	Deadline to send copy of adopted Millage Resolution to Property Appraiser, Tax Collector and Florida Department of Revenue
October 1, 2014		FY 2015 Adopted Budget goes into effect
Typically after Value Adjustment Board	Property Appraiser	Issue Certification of Final Taxable Value (DR 422's)
Within 3 days receipt of Final Taxable Value	Budget	Complete Certification of Final Taxable Value and return to Property Appraiser
October 23, 2014	Budget	Within 30 Days of adopting final budget certify to the Department of Revenue compliance with TRIM (F.S Chapter 200.068)
October 23, 2014	Budget	FY 2015 Adopted Budget Book completed and published on the County Website

As of Jan 3, 2014